

Northern Territory Indigenous Australian Public Service Employees Network

Terms of Reference

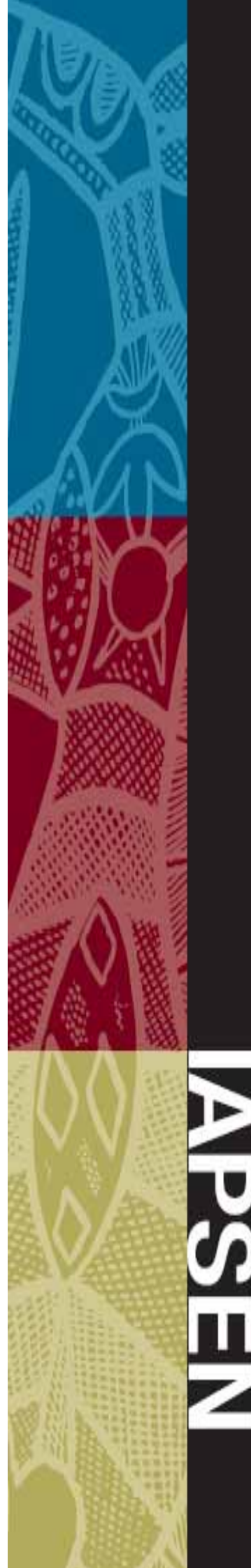
Vision A network for Aboriginal and Torres Strait Islander employees to support each other, share information, knowledge and experiences and promote cultural awareness and respect in the wider APS.

1. Purpose

The purpose of the Indigenous Australian Public Service Employees Network (IAPSEN) is to provide support to its members and as required offer advice to the Australian Public Service (APS) on developing culturally appropriate support to Aboriginal and Torres Strait Islander people.

2. Goals and Outcomes sought

- Support Aboriginal and Torres Strait Islander APS staff.
- Meet, build relationships and share information and experiences between Aboriginal and Torres Strait Islander staff in the APS.
- Provide quality and timely advice and information to the APS on issues affecting Aboriginal and Torres Strait Islander people within the APS.
- Promote cultural awareness and respect in the wider APS.
- Assist, where appropriate, in the promotion of recruitment, retention and career development programs in the APS;
- Encourage the participation of all Aboriginal and Torres Strait Islander staff in the operations of the IAPSEN;
- Actively encourage the communication of information concerning the IAPSEN through communication channels;
- Be a resource to the APS to develop policy advice to programs and policies which effect Aboriginal And Torres Strait Islander people in the NT;
- Be a mechanism to widely promote a greater awareness of Aboriginal and Torres Strait Islander specific activities to all APS staff.



3. IAPSEN Role and responsibilities

Members of IAPSEN recognise that:

- The IAPSEN will be driven by the members
- Attendance at an IAPSEN event is as an individual employee of an agency, not as a delegate of that agency
- Attendance lists will be kept and made available to APS agencies who request them to ensure openness
- Meeting outcomes will also be recorded and available to all APS agencies. The outcomes will represent themes and sentiments of discussions but not identify individuals or their comments to ensure all meetings are open and honest opinions and views are provided
- It is appropriate for members to report back on outcomes and information supplied to other Indigenous APS employees
- Individual APS employees attending IAPSENs are 'on duty'. While individuals should be mindful of workload and operational requirements and their impact on the ability to attend IAPSENs, the Commission will encourage agencies to support attendance of their Indigenous staff
- All meetings, events and other business conducted in association with IAPSENs will be conducted in accordance with the APS Values and Code of Conduct.

4. Structure and Membership of IAPSEN

Membership of IAPSEN

Open to all Aboriginal and Torres Strait Islander APS employees based in the Darwin area and greater Darwin area.

Executive Committee Membership

- Chair
- Deputy chair
- Four to six committee members
- The Commission will provide administrative and secretariat support

Open to all Indigenous APS employees based in the Darwin area

The Executive Committee shall be comprised of six representatives from across APS agencies elected by members of the network.

- Membership on the Executive Committee is for 1 to 2 years.
- New nominations to occur in the first week of November each year.
- The position of IAPSEN Chair will be nominated from Executive.
- The term of Chair is for 2 years and nominations will occur in October - November.



- The Executive committee should have varied representation across agencies
- In the event that the chair or other committee member is unable to meet their responsibilities they may nominate another member to undertake those responsibilities.

Role of individual Executive Committee members

- be genuinely interested in the IAPSEN and the outcomes being pursued;
- prior to each Executive meeting ensure all pre reading and preparation is completed;
- provide feedback to all IAPSEN representatives in your agency after every meeting;
- The Executive Committee will meet as required to set the Agendas for future forums
- The Chair is to be advised prior to the Executive meeting that a proxy will be attending the meeting if the member is unable to attend.

Roles and responsibilities of the Chair

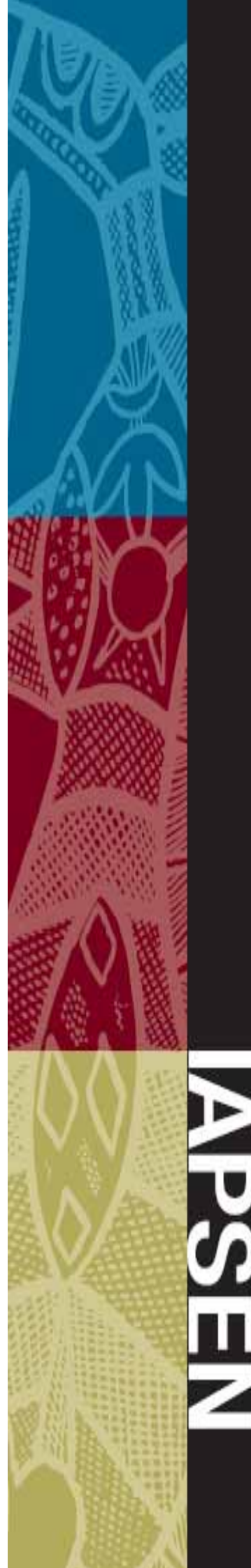
- Chair all Executive Committee meetings or delegate to deputy chair. Meeting may be by telephone if unable to formally meet.
- Ensure that all secretariat functions are completed including agendas, the taking of minutes, business correspondence and finalisations of all actions.
- Liaise with the Australian Public Service Commission

Agenda Items

- Agendas items will be submitted to the Chair no later than seven working days prior to the Executive meeting
- The agenda, with attached meeting papers will be distributed to all Executive members five working days prior to the Executive meeting.
- Forum agenda items will be forwarded to APSC Commission following the Executive meeting

Minutes & Meeting Papers

- The Chair/secretariat to ensure that minutes are sent out to all Executive members no later than ten working days after the Executive meeting
- The Chair/secretariat is responsible for maintaining a complete set of records of all minutes and business papers arising from Executive meetings.
- All minutes and business papers are to be made available to all members as requested.



- Secretariat services shall be provided by the APS Commission.

Frequency of IAPSEN Forums

3 Forums per annum: One hosted within an agency where possible

5. The Commission:

- is committed to providing appropriate secretariat and administrative support to the IAPSEN;
- will encourage Agencies to support and release staff for network activities;
- may provide funding support for individual IAPSEN events;
- may provide funding support for individual networking events.

The secretariat role may include:

- liaising with the Chair or other designated members of the network and designated host to help arrange IAPSEN meetings;
- taking and disseminating records of outcome of IAPSEN and IAPSEN executive meetings;
- maintaining up to date IAPSEN membership lists and contact details;
- advising members of upcoming IAPSEN events;

Providing assistance for events including:

- booking of venues and catering;
- production of flyers and marketing material;
- contacting speakers.

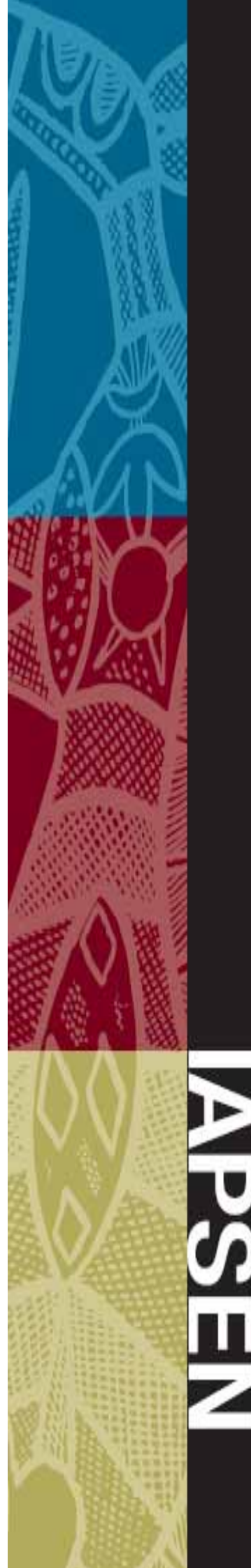
The Commission may provide funding that can be utilised for purposes including:

- the provision of a Welcome to Country;
- the costs of venue and catering;
- travel and accommodation costs for speakers;
- marketing and advertising

6. Evaluation

The network, with the assistance of the Secretariat, will report annually to the Public Service Commissioner. This report will cover:

- Attendance at meetings;
- The range of agencies represented at the network;



- The range of staffing levels represented at the network;
- An estimate of the support provided by the network;
- Issues raised in relation to Aboriginal and Torres Strait Islander employment in the Commonwealth by members;

Other issues at the discretion of the Executive Committee in consultation with the network.

